



Course Title: Exploring Computer Applications

Description: Exploring Computer Applications provides students with limited exposure to technology the opportunity to build basic typing and computer application skills. The class will focus on developing and improving typing, introduction to word processing applications and functions, and applications for presentation. Enrollment is restricted pending teacher approval.

Standards are from Iowa CTE Informational Technology Standards #1 & #2.

- CTE IT #1, Business Skills: Understand business concepts, tools, and creativity necessary in the workplace.
- CTE IT #2, Technical Skills: Understand the basic skills necessary to work in the IT industry.

<u>Reporting Topic</u>	<u>Course Level Standards</u>	<u>Competency Statement</u>
<u>Keyboarding</u>	<ul style="list-style-type: none"> • Demonstrate touch keyboarding and use computer functions to create documents and visualizations/tables. IT 1.1.1 • Demonstrate and practice proper keyboarding technique • Demonstrate continual progress in typing skills (words per minute and accuracy) 	Students will be able to know and perform proper keyboarding techniques, hand placement, and body posture and will continue to show growth in typing words per minute and accuracy
<u>Word</u>	<ul style="list-style-type: none"> • Demonstrate operation of e-mail, word processing, spreadsheets, presentation software, and database application software. IT 1.9.1 • Perform basic editing and formatting in a word application program 	Students will perform basic editing and formatting in a word application program.
<u>Powerpoint</u>	<ul style="list-style-type: none"> • Demonstrate operation of e-mail, word processing, spreadsheets, presentation software, and database application software. IT 1.9.1 • Create, edit, and format presentations using presentation software and applications. 	Students can create, edit, and format presentations using presentation software and applications.
<u>Outlook</u>	<ul style="list-style-type: none"> • Demonstrate operation of e-mail, word processing, spreadsheets, presentation software, and database application software. IT 1.9.1 	Students can create, edit, and organize in an email application.



	<ul style="list-style-type: none">• Create, edit, and organize in an email application	
<u>Computer Basics</u>	<ul style="list-style-type: none">• Demonstrate an understanding of the role and functions of an operating system. IT 2.1<ul style="list-style-type: none">○ Demonstrate the understanding of directory structures (folders, files, etc.) IT 2.1.1○ Demonstrate a sound understanding of technology concepts, systems, and operations.○ Understand basic software applications. IT 1.9<ul style="list-style-type: none">■ Show working knowledge of collaborative tools and online resources. IT 1.9.2■ Demonstrate a working knowledge of different search engines. IT 1.9.3	Students will be able to know and show proper usage of technology concepts, systems, and operations.